



**1 JUNE 1998**

*History*

**HISTORICAL PRODUCTS, SERVICES,  
AND REQUIREMENTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HO (MSgt Randolph Saunders)  
Supersedes AFI84-101AFSPC1, 3 Feb 97.

Certified by: HO (Mr. George W. Bradley III)  
Pages: 4  
Distribution: F

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This supplement implements and extends the guidance of Air Force Instruction (AFI) 84-101, ***Historical Products, Services, and Requirements***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and all subordinate units. This supplement does not apply to Air Force Reserve Command (AFRC) nor Air National Guard (ANG) units. Upon receipt of this integrated supplement discard the Air Force basic publication.

***SUMMARY OF REVISIONS***

This publication adds requirement for historians to have internet, e-mail and worldwide web access. Adds the requirement for attendance at biannual workshops. Adds requirement for heritage pamphlets to be available on the unit's worldwide web home page and the command intranet. A bar ( | ) indicates a revision from the previous edition.

1.4.2. (Added) Commanders ensure that their assigned historians have access to the base local area network, e-mail connectivity, and the worldwide web. Also, ensure that the historian's office is adequately furnished, properly equipped with a tempest computer, working microfilm reader and printer, class A telephone, and either voice mail or a telephone answering machine. The historian's office should be centrally located and identified as a part of the command section by inclusion in the base telephone and staff directories.

1.5.1. AFSPC wing historians report directly to commander or vice commander, unless the director of staff is an authorized (funded), formally approved position.

1.5.2. AFSPC NAF and wing historians, museum directors/curators, and historical property custodians, including part-time and additional duty personnel, will attend AFSPC history and museum program conferences and training workshops as scheduled.

1.6.1. (Added) AFSPC NAF and wing historians maintain a log of information requests and services using AFSPC/HO Form 2, Historical Information Request, or electronic media. Include information for self-initiated projects.

1.6.2. (Added) AFSPC NAF and wing historians brief the organizational commander and key staff at least semiannually on the status of the program. The briefing should emphasize the current history in work, potential uses of the program, special accomplishments such as studies prepared or historical artifacts preserved, and historical materials available for staff use.

1.6.3. (Added) AFSPC wing historians should visit subordinate units and organizations to observe day-to-day activities and develop a thorough knowledge of their missions and operations. Visits should be used to collect significant documents and other historical source data, identify artifacts worth preserving, and photograph historically significant events and places.

2.2.1.1. (Added) HQ AFSPC, History, designates which direct reporting units and field operating agencies within the command prepare semiannual Unit Activity Reports (RCS: AFSPC-HO(SA)8901) using AFSPC Form 37, **Unit Activity Report**. The commanders of these units appoint a project officer to perform this function and send a letter of appointment including the full name, rank, office symbol, and duty telephone number of the individual selected to HQ AFSPC/HO. HQ AFSPC, History, serves as the point of contact for the project officers and provides guidance on specific information that should be included in the reports and assists in determining which documents should be attached. Reports prepared by direct reporting units and field operating agencies cover the periods January through June and July through December in each calendar year unless HQ AFSPC, History, determines otherwise. They are submitted to HQ AFSPC/HO on the following schedule: January through June, 1 August; July through December, 1 February. Project officers prepare the reports in three copies. The original AFSPC Form 37 and one copy must have all supporting documents attached. The unit retains and files the copy with documents according to AFMAN37-139, **Records Disposition Schedule**, Table 84-1, R3. The original form with documents and one copy of the form are sent to HQ AFSPC/HO which sends the original to the USAF Historical Research Agency (HQ AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424) and retains the copy RCS: HAF-HO(A&SA)7101).

2.2.1.2. (Added) In conjunction with HQ AFSPC, History, NAF and wing historians designate which of their subordinate units prepare semiannual Unit Activity Reports (RCS: AFSPC-HO(SA)8901) using AFSPC Form 37, **Unit Activity Report**. The commanders of these units appoint a project officer to perform this function and send a letter of appointment including the full name, rank, office symbol, and duty telephone number of the individual selected to the historian of their parent organization. NAF and wing historians serve as the point of contact for the project officers and provide guidance on the specific information which should be included in the reports and assist in determining which documents should be attached. Semiannual reports cover the periods January through June and July through December in each calendar year and are submitted according to the following schedule: January through June, 1 August; July through December, 1 February. NAF and wing historians may approve requests for extensions or alternative schedules in coordination with HQ AFSPC/HO. Project officers prepare the reports in four copies. The original AFSPC Form 37 and one copy must have all supporting documents attached. The unit retains and files the copy with documents according to AFMAN37-139, Table 84-1, R3. The original form with documents and two copy of the form are sent to the historian of the unit's parent organization which sends the original to the USAF Historical Research Agency (HQ AFHRA/ISA, 600 Chennault Circle, Maxwell AFB AL 36112-6424), retains one copy and sends the remaining copy to HQ

AFSPC/HO. Emergency status and precedence code: C-2; MINIMIZE: N. NOTE: These reports will not be used as a substitute for a well written, documented wing or NAF periodic historical report.

2.2.3. AFSPC NAF and wing historians submit in advance to HQ AFSPC/HO requests for adjustment of coverage periods and due dates of periodic histories. Informal coordination with HQ AFSPC/HO prior to submission of formal written requests to adjustments of due dates is advised. All requests for due date adjustments must be accompanied by a written explanation of why the adjustment is necessary and warranted.

2.3. When possible, AFSPC NAF and wing historians make the unit heritage pamphlet available to internal and external audiences by publishing it on the wing's or the history office's worldwide web home page and the command's intranet.

2.3.3. AFSPC NAF and wing historians review at least annually the heritage pamphlets for their organizations and update as necessary.

3.10.2. AFSPC NAF and wing historians prepare the periodic history in at least four copies, two of which must have complete sets of supporting documents. The NAF or wing retains one copy with documents and forwards to HQ AFSPC/HO two copies of the narrative volume only. NAF and wing historians send the signed original with documents to the USAF Historical Research Agency. NAF and wing historians produce additional copies after determining requirements for the distribution and circulation of the history within the organization. Units should also maintain an electronic version of the narrative volume of the periodic history.

3.12.1. AFSPC NAF and wing historians provide inputs to the MAJCOM Historical Activity Report semiannually no later than 10 working days after the end of the reporting period. Historians provide information on their NAF and wing history programs corresponding to the format provided in Attachment 21 (Added).

**Attachment 21 (Added)**

**MAJCOM HISTORICAL ACTIVITY REPORT**

**Figure A21.1. Sample Format.**

20 April 1998
MEMORANDUM FOR HQ AFSPC/HO (Dr. Eckert)
FROM: 341 SW/HO
SUBJECT: Historical Activity Report (RCS: HAF-HO(SA)8202), January – June 1998
<b>1. Information Requests:</b>
<b>2. Current History Status:</b> Period covered. Explain whether on time, due date (as adjusted if appropriate), reason if not on time, status as of the report (e.g., submitted to CC for review and signature) and expected submission date.
<b>3. Publications:</b> Include heritage pamphlets, special studies, essays, and articles. Include the current status of those publication projects in work.
<b>4. Special Projects and Significant Activities :</b> Select the most significant items from the “Other Requests” category of paragraph 1. Examples are Fiftieth Anniversary, Year of Enlisted Activities, Open House, Mission Transfer Documentary, etc.
<b>5. Museum, Heritage, and Art Activities:</b> Describe activity and time spent on each.
<b>6. Oral History Interviews:</b> Cite name, dates, and subject.
<b>7. Significant Requests, Services, or Contributions:</b> Include only those requiring a significant amount of research, expenditure of time, or those having an affect on unit operations, plans, decisions, or activities. Provide specific details on how the information or service was used and the affect on the unit.
<b>8. Participation in Exercises and Contingencies:</b> Self-Explanatory.
<b>9. Personnel Changes:</b> Self-Explanatory.
<b>10. Scholarly and Professional Activities:</b> Include completion of CDCs, in-residence 7-level training, college courses, supervisory or management courses and seminars, and other important training.
<b>11. Innovations and Helpful Hints:</b> List any tips you may have for other historians.
JOHN Q. PUBLIC, SSgt, USAF Wing Historian

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